

**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF TENNESSEE**

IN RE:	)	
	)	
FIRST REVISION TO ELECTRONIC CASE	)	SO-05-02
FILING RULES AND PROCEDURES	)	

**STANDING ORDER**

The Court's Standing Order of April 4, 2004, (*In re: Electronic Case Filing Rules and Procedures*) is hereby amended by deleting paragraph 4.5 and adding the following new paragraphs:

- 4.5     Criminal complaints and informations. Complaints and informations must be filed by the U.S. Attorneys Office on a disk or CD-ROM containing the documents in PDF format and must be accompanied by a paper copy of the documents. The electronic copy of the documents shall contain an image of any legally required signatures. The original of any signed documents shall be retained by the U.S. Attorney for one year after all time periods for all appeals expire. On request of the Court, the U.S. Attorney must provide the original document for review.
- 4.6     Indictments. Indictments must be filed by the U.S. Attorneys Office on a disk or CD-ROM containing the documents in PDF format and must be accompanied by a paper copy of the documents. The jury foreperson's signature shall be redacted from both the electronic and the paper copy. The original indictment signed by the foreperson shall be returned by the foreperson to a District Judge or Magistrate Judge in open court at the conclusion of the grand jury session. The original indictment shall be retained in the files of the Court.

All copies of indictments that must be partially redacted before being served on a defendant must be redacted by the U.S. Attorney's Office. The redaction shall include redaction of the foreperson's signature.

Approved by the Court June 22, 2005.

ENTER:

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/s/ R. Allan Edgar  
R. ALLAN EDGAR  
CHIEF UNITED STATES DISTRICT JUDGE